



Clark County Department of Building & Fire Prevention

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Division:	Building Inspection / Administration	Policy & Procedure	BI-PP-044
Subject:	TCO PROCEDURES	Effective Date:	11/30/1987
Code:	N/A	Revised Date:	07/13/2015

A. POLICY:

The Clark County code provides for the issuance of a Temporary Certificate of Occupancy (TCO) in those cases when the Building Official finds that no substantial hazard will result from occupancy of the building prior to its completion. A single family dwelling or shell building shall not be issued a TCO, unless approved by the Building Official.

B. PROCEDURE:

Outlined below are the procedural steps to be followed for issuance and tracking of all Temporary Certificates of Occupancy:

1. The Building Permit Specialist (BPS) shall review the TCO application with applicant to ensure the information is accurate and complete. Clearance status of all departments and agencies involved in the project shall be checked and recorded on the application form. The applicant will be advised of any clearances required.
2. The applicant shall be given a copy of the TCO application and a receipt for fees paid.
3. The Building Permit Specialist shall forward a copy of the TCO application to the appropriate Supervising Building Inspector and file them by supervisor.
4. The Supervising Building Inspector shall contact the applicant and coordinate the required inspection requests with appropriate inspection staff and contractors as may be required.

The Supervising Building Inspector shall track the project and assure that all required inspections and clearances are approved or partially approved for all associated permits prior to processing the TCO. Upon verification of inspection and clearance approvals, the Supervising Building Inspector shall enter the TCO conditions description in Naviline under the TCOA inspection type. The inspection results shall describe:

- area authorized for occupancy
- time authorized (date specific)
- list conditions

The Supervising Building Inspector shall request by email to the BPS and the Office Services Manager, to prepare the TCO and conditions letter as noted in the TCOA inspection results in Naviline.

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5. The BPS shall process the TCO Conditions from the TCOA inspection results in Naviline's Application Document Screen. The BPS will enter a TCOX inspection type in the Supervising Building Inspector's initials for five days prior to TCO expiration.
6. The BPS shall email a copy of the TCO to the applicant and to the area Supervisor. A copy of the TCO documentation shall be kept in the Field Services Office and a copy of the TCO shall be sent to records.
7. The Supervising Building Inspector is responsible to follow up prior to time of TCO expiration to verify compliance or to notify the applicant that the conditions have not been met and that the corrections must be completed within the allotted time frame or the applicant must apply for an extension of the existing TCO. Five (5) working days prior to TCO expiration, an inspection ticket will be printed in the designated supervisor's initials. The Supervising Building Inspector will check the status of the permit and will verify if all previous TCO conditions have been met. If the previous conditions of the TCO have not been met, the supervisor shall notify the permit holder of their TCO status and may request they apply for an extension. The TCOX inspection type shall be approved when the application for a TCO extension has been process. The TCOX inspection type shall be given a DA when the TCO has expired and a new TCO application has not been submitted.


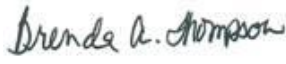
TCO Expiration

1. A TCO that has lapsed, prior to building final, will result in the Supervising Building Inspector scheduling and disapproving a building partial final and issuing a Notice of Violation for occupancy without authorization.
2. Continued failure to resolve the occupancy violation shall result in the Notices of Violation by the Supervising Building Inspector.
3. The Supervising Building Inspector shall initiate an action as deemed appropriate, which may include issuance of a misdemeanor citation, an electrical service disconnect order, and letters of complaint filed with the State of Nevada Board of Contractors and the Clark County Business License Department.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
9.00.12	TCO Procedures	11/30/1987	03/12/1992	
9.00.12	TCO Procedures		04/18/2007	
BI-PP-044	TCO Procedures			08/15/2008
BI-PP-044	TCO Procedures		10/21/2008	
BI-PP-044	TCO Procedures		09/11/2012	
BI-PP-044	TCO Procedures		01/07/2013	
BI-PP-044	TCO Procedures		07/13/2015	

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